



USE THIS FORM IF AN ONLINE APPLICATION IS NOT POSSIBLE

OCTOBER 2023

Trainee Limited Certificate application for any person gaining experience towards electrical worker registration.

This application form is for **trainees** gaining experience under supervision for future registration as an electrical worker.

Guidance notes

What you need:

- › You will need to be employed or about to be employed and have a nominated supervisor who has an appropriate registration and a current practising licence.
- › You may also have an agreement with an Industry Training Organisation (ITO), but this is not essential.

■ DO YOU MEET THE CRITERIA OF FIT AND PROPER PERSON?

The Board must be satisfied that an applicant is a "Fit & Proper" person to be registered. If you are in doubt whether you are "Fit & Proper" then go to this [Policy Document](#) on our website.

If you think you might not meet the Board's criteria then please complete this form and submit it with the appropriate tick on the application form. A licensing officer will be in contact to discuss your circumstances. Note the Board has the discretion to register and licence a person who does not meet the criteria if they are able to show that they are a fit and proper person to hold registration.

■ SAFETY TRAINING

All applicants should do initial safety training at the beginning of their apprenticeship and this should be entered on the application form if it was done previous to applying for your Trainee Limited Certificate (TLC). However if you have not yet done initial safety training you can do so after the TLC is issued but within the first three months. If safety training is not completed with three months your Trainee Limited Certificate will be cancelled.

■ PROOF OF IDENTITY

The Board will require a **certified copy** of the personal identity page of your passport OR your driver's licence to confirm your identity.

■ HAVE YOU SUPPLIED A PHOTO FOR YOUR ID CARD? OR IS THIS ALREADY ON FILE?

To ensure that every ID card is produced to a high standard, images submitted with your application must be:

- › **a passport photo:** face, head and shoulders shot, looking directly at the camera and less than six months old
- › must be a plain background, with no sunglasses, hats or anything else that obscures your face
- › 3:4 – width to height ratio, in full colour
- › between 50KB and 5MB in size (or printed image for paper applications).

You can take the passport photo yourself however, the Board will also refuse photographs which are not of adequate quality or are composed in a way that is unsuitable for use on an ID card.

Important notes

1. On the cover page of this application form is a date of issue. Please check you are using the latest application form before continuing as old applications forms will not be accepted. Check www.ewrb.govt.nz for the latest version of all forms.
2. You must complete all sections of this application form. Please read through the whole application form including the guidance notes before you start. This will give you a clear idea of what you need to provide.
3. Some of the information you provide will be displayed on the [Public Register of Electrical Workers](#). This will be your full name, the class of registration you are training in and the fact you have a Trainee Limited Certificate. The district in which you live will also be included.
4. A checklist is provided at the back of the application form. Work through the checklist to ensure that you have answered all questions and attached all necessary supporting documents. Complete the checklist before you submit your application for a licence.
5. Once you have completed the application form and your supervisor has read and signed it as well. Send it to one of the addresses below (please note that sending by courier can cause handling delays).

POSTAL

EWRB
PO Box 1473
Wellington 6140
New Zealand

COURIER

EWRB – c/- MBIE
15 Stout Street
Wellington 6011
New Zealand

■ CONTACT DETAILS FOR THE EWRB

Freephone (New Zealand only): 0800 66 1000
Phone (outside New Zealand): +64 4 473 2395
Website: www.ewrb.govt.nz

Privacy notice

The information you provide on this form is required, or requested, pursuant to the Electricity Act 1992.

All personal information submitted with this application form will be kept and maintained by the Registrar of Electrical Workers in accordance with the Privacy Act 2020.

The personal information provided will be used:

- › to determine whether your application for a Trainee Limited Certificate may be approved and in connection with auditing complaints and disciplinary processes;
- › for the maintenance and administration of the public register of electrical workers;
- › for the maintenance and administration of the electrical workers registration regime.

Personal information may be disclosed by the Registrar of Electrical Workers in certain circumstances as authorised by the Electricity Act 1992, another Act or as permitted by the Privacy Act 2020.

You have the right to access, and request correction to, any personal information about you that is held by the Registrar of Electrical Workers.



Please see the back of the form for additional information.
Please print clearly in black or blue pen and complete all required sections of the form.

EW Number

PERSONAL DETAILS

Last Name		Street Address	
First Name			
Middle Name(s)		Postcode	
Preferred Name		Postal Address (if different)	
Date of Birth	/	/	
Email		Postcode	
Home Phone	Work	Mobile	

WHAT ELECTRICAL CLASS YOU ARE APPLYING FOR (select one only)

- Electrical Appliance Serviceperson Electrical Appliance Serviceperson endorsed to disconnect and reconnect
- Electrical Installer Electrical Service Technician Electrical Engineer Electrician Cable Joiner
- Substation Maintainer Transmission Line Mechanic Traction Line Mechanic Distribution Line Mechanic

INFORMATION SUPPORTING THIS APPLICATION

SAFETY TRAINING

Specify what safety training you have done

(This must be carried out by an Electrical Workers Registration Board approved provider as listed on the Board's website)

	Where (name of training provider)	Date completed (Day/Month/Year)	
Safe Working Practices		/	/
Testing		/	/
First Aid		/	/
CPR		/	/

FIT AND PROPER PERSON

All persons who apply for renewal of a practising licence must satisfy the Board that they are a fit and proper person to hold a practising licence. The Board's rules for administration of this requirement are published on its website at www.e wrb.govt.nz/assets/documents/rules-of-the-board/fit-and-proper-persons-rules.pdf or call us on 0800 661 000 for clarification.

If you think you might not meet the Board's criteria then please complete this form and submit it. A licensing officer will be in contact to discuss your circumstances. Note the Board has a discretion to licence a person who does not meet the criteria if they are able to show that they are a fit and proper person to hold a licence.

Yes No (must tick yes or no)

Have you ever been refused or disqualified from holding an electrical registration or electrical licence in New Zealand or any other country?

Have you ever had an electrical registration or electrical licence cancelled or suspended in New Zealand or any other country?

Have you ever had any registration or licence in another regulated industry suspended or cancelled in New Zealand or any other country, for example an engineering registration or certificate?

Have you ever had a fine and/or costs imposed on you under the Act or the Electricity (Safety) Regulations 2010 for which payment is still outstanding?

Have you ever been issued with an infringement notice under the Act for which the infringement fee is still outstanding?

Have you ever been convicted of a criminal offence punishable by more than six months imprisonment in the last ten years in New Zealand or any other jurisdiction?

Have you ever had any criminal charges punishable by more than six months imprisonment pending in New Zealand or any other jurisdiction?

Is there anything else that you have done which may impact on you being deemed a fit and proper person?

If you have answered "yes" to any of the previous questions one of the Licensing Team will contact you to discuss your individual circumstances.

DETAILS OF TRAINEESHIP (employer)

Employer:

DETAILS OF TRAINEESHIP SUPERVISOR (supervisor must complete)

Supervisor's Name:

I accept responsibility for the prescribed electrical work carried out by the above named applicant and will ensure that supervision is offered in accordance with the Electricity (Safety) Regulations 2010, and the trainee supervision guidelines issued by the EWRB – see www.ewrb.govt.nz for further information.

Signature of supervisor

Registration No.

Date / /

TERMS AND CONDITIONS

1 Terms and conditions

The terms and conditions for the issuing of limited certificates are that the applicant must provide:

- (i) evidence that the applicant is a trainee pursuant to the section 77(2) of the Act.

Note

A trainee is a person who is undergoing instruction or training in any class of prescribed electrical work for the purpose of obtaining registration as a registered person; and includes an apprentice who is working in the electricity industry.

- (ii) evidence that the applicant has satisfactorily completed instruction in safe working practices, testing, basic first aid and cardio-pulmonary resuscitation as approved by the Board; or will complete such instruction within three months of the issue of any limited certificate.

- (iii) a statement from a person, who holds a current practising licence that authorises the person to supervise electrical work, which attests that the trainee will be supervised in accordance with the Supervision of trainees holding a Limited Certificate issued by the Board and dated May 2016.

- (iv) an assurance that the applicant will work within the trainee limits as specified in Regulation 93 of the Electricity (Safety) Regulations 2010.

Note

Regulation 93 requires that any prescribed electrical work a trainee may do, or assist in doing, is any work that is within the particular class of work for which the trainee is seeking registration, and that is within the scope of work that the trainee's supervisor is authorised to do.

- (v) an assurance that examination(s)/practical assessment(s) relevant to the category of registration to which the applicant is aspiring will be attempted through the duration of any limited certificate that may be issued.

2 Duration for Limited Certificates (Trainee)

The duration for limited certificates is as shown in the following table.

Registration category to which trainee aspiring	Duration of limited certificates
Electrician	4 years
Electrical Engineer	18 months
Electrical Installer	2 years
Electrical Service Technician	18 months
Electrical Appliance Serviceperson (endorsed to disconnect and connect)	18 months
Electrical Appliance Serviceperson	18 months
Line Mechanic – All classes	2 years
Substation Maintainer	2 years
Cable Joiner	2 years

Note: A subsequent TLC is issued for 12 months only.

CHECKLIST

Completed Fit and Proper person declaration?

Completed payment information (overleaf)

Provide certified copy of your proof of ID (Drivers licence or Passport signed by a JP, lawyer, court official or member of NZ Police)

Completed and signed supervision declaration

Your supervisor has read the information regarding their obligations, filled in their name and signed the form?

Include Passport quality photo

FULFILLING THE REQUIREMENT FOR REGISTRATION

I will make every attempt to fulfil the requirements for registration advised to me in my assessment letter, within the duration of this Limited Certificate (Trainee).

I understand that the renewal of a Limited Certificate depends on my commitment to completing the necessary training, exams and practical assessments.

I agree to work within the limits as specified in Regulation 93 of the Electrical (Safety) Regulations 2010.

DECLARATION

I certify that the information I have provided is true and correct.

Signature

Date / /

This page will be detached once payment is made and before uploading for assessment.

PAYMENT OF FEES

We do not accept purchase orders or cash or postal notes. The EWRB does not issue invoices for payment.

I have made payment by:

Credit or debit card (information completed below)

The fee payable for a Limited Certificate (Trainee) is \$130.

CREDIT OR DEBIT CARD INFORMATION

Type

MasterCard

Visa

Full Name of Cardholder

Credit Card number

Signature of Cardholder

Expiry Date

CVC

Amount

/

Please complete the following if your application is being paid by another party/employer and they require a receipt.

Name/company

Email address for receipt to be sent

Please tick if **you** require a receipt

Please return this form with payment to: Electrical Workers Registration Board,
PO Box 1473, Wellington 6140, New Zealand

[New Zealand Government](#)

For more help, call our helpline on 0800 661 000 between 8:30 am and 5 pm Monday to Friday.

Privacy Notice: Any personal information submitted on this application will be kept and maintained by the Electrical Workers Licensing Group ("the EWLG") in accordance with the New Zealand Privacy Act 2020. Personal information submitted will be used by the EWLG for determining whether applications for registration as an electrical worker or practising licences may be granted, and for the maintenance and administration of the Electrical Workers Register. You may request access to see any information held about you and where that information is inaccurate, ask for it to be corrected.